



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Tribal Planner

LOCATION: Red Cliff Tribal Office

SALARY: Negotiable

THIS IS A REGULAR FULL-TIME EXEMPT POSITION

SUPERVISOR(S): Planning Administrator/Policy Analyst

JOB SUMMARY: The Tribal Planner assists in the development of long range plans for the community and Red Cliff government programs. He/she collaborates with other members of the planning team and other Red Cliff government divisions to develop strong projects and proposals that serve program needs and identifies appropriate grant funding sources for those projects. Assist in the identification and establishment of short and long term goals and objectives to provide infrastructure, equipment, housing, land development and socio-economic development that fulfill the needs of the community and government programs and seek and obtain funding for those needs. The Tribal Planner will develop feasibility studies and business plans for community and economic endeavors that support Red Cliff Government programs and will work with tribal administration in responding to Tribal Council directives. He/she will also develop and maintain tribal data base.

JOB DUTIES AND RESPONSIBILITIES:

1. Monitor external sources of funding sources including Federal, State and local private and non-profit grant sources.
2. Monitor philanthropic field for trends and opportunities.
3. Establish and maintain a formal grantsmanship process within tribal program structure and assist in securing funding.
4. Work with tribal administration in developing long range plans.
5. Secure funding for tribal wide initiatives.
6. Assist tribal departments in grant identification and development.
7. Communicate with the public.
8. Represent Red Cliff as directed at external meetings.
9. Keep in contact with the funding organization's preference and follow each grants organization's application.

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10. Keep the Tribal Council updated on all grant/proposal submissions.
11. Solicit community input on infrastructure, social and economic opportunities on the reservation which plan and promote well-balanced community development.
12. Assist on projects the Tribe is currently pursuing.
13. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None at this time.

KNOWLEDGE: General knowledge of Tribal government operations. Working knowledge of local, state and federal government grants and development programs; Skilled in designing, writing, and editing complex grant documents. Must be knowledgeable of Native American Tribes and the uniqueness of the Red Cliff Community.

QUALIFICATIONS:

1. Bachelors' Degree in relevant field, required and three (3) to five (5) years of successful experience in grant writing and planning and three (3) years' experience in social/economic development.
2. Experience with major funding agencies such as the BIA, HUD and other federal and state agencies a must.
3. Ability to read, comprehend, interpret, and apply government regulations and proposal guidelines.
4. Ability to manage work load under pressure and prioritize projects effectively to meet office and proposal deadlines.
5. Ability to work with ethnically and culturally diverse population. Culturally sensitive.
6. Must have computer skills and experience with various supporting software packages.
7. Must have experience and capability in planning and directing complex work projects, and the ability to develop, present and gain acceptance for long-range program plans and budgets.
8. Team member and team building skills.
9. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Contacts on daily basis with Tribal Administration, Tribal Program Administrators/ Directors, various governmental agencies and funding sources as needed.

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PHYSICAL REQUIREMENTS: Primarily office position that may require bending, lifting and reaching. May need to lift up to 25 pounds.

WORK ENVIRONMENT: Tribal Administration Building. All tribal buildings are smoke free.

TRAVEL REQUIREMENTS: Will be required to attend training and meetings both in state and out of state. Attend Tribal Council meetings as directed.

Indian preference will be applied in the case of equally qualified applicants, but all qualified persons will be considered.

TO APPLY: The following items MUST be in your application package to be considered for this position:

- 1. Fully completed Red Cliff Job Application (available on webpage)**
- 2. Background Information Form (also available on webpage)**
- 3. Resume and cover letter**
- 4. Must provide a minimum of two (2) examples of work accomplishments.**

This job description is subject to change at employer's discretion, after consultation with the employee.

POSTED: October 13, 2017

DEADLINE: October 27, 2017 @ 4:00 pm

For further information:

Red Cliff Band of Lake Superior Chippewa Human Resources

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

ashley.poch@redcliff-nsn.gov

(715)779-3700 ext. 2468

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior

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to starting.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

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